

TIME AND VEHICLE USAGE DATA							
(Enter Number of Hours (rounded up) Under the Appropriate Use Category)							
NEW USER	BILL TO	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER	OTHER DESCRIPTION OR MISSION #	ENDING ODOMETER
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
TOTAL							
* ANNOTATE TOTAL NUMBER OF NEW USERS IN THE UPPER LEFT SECTION OF BLOCK * ANNOTATE TOTAL NUMBER OF HOURS USED IN THE LOWER RIGHT SECTION OF BLOCK							

CAP VEHICLE INSPECTION GUIDE AND JUSTIFICATION		
MONTH / YEAR		BEGINNING OF MONTH ODOMETER READING
WING / REGION		CHARTER
VEHICLE IDENTIFICATION NO. (VIN)		YEAR OF VEHICLE
VEHICLE MAKE:	VEHICLE MODEL	FIELD ID NO.
<b>ITEMS TO BE CHECKED DAILY</b> <i>(operators's signature required on inside page to verify inspection)</i>		
1	REGISTRATION / PROOF OF INSURANCE	
2	FIRE EXTINGUISHER / FIRST AID KIT	
3	DAMAGE <i>(exterior and interior, missing parts)</i>	
4	TIRES <i>(visually check for damage/ abnormalities)</i>	
5	ENGINE OIL AND COOLANT <i>(visually check fluid levels)</i>	
6	BATTERY CONDITION	
7	LEAKS <i>(visually check fuel / oil / coolant)</i>	
8	DRIVE BELTS / HOSES <i>(visually check for fraying or cracking)</i>	
9	LIGHTS <i>(visually check for proper operation)</i>	
10	BACK UP ALARM / EMERGENCY FLASHERS <i>(functionally check proper)</i>	
11	SAFETY DEVICES <i>(seatbelts/ harnesses / headrests, etc.)</i>	
12	INSTRUMENTS / HORN <i>(functionally check proper operation)</i>	
13	WINDSHIELD WIPERS / WASHER <i>(functionally check proper operation / condition)</i>	
14	BRAKES / STEERING <i>(functionally check responsive / effective / smooth)</i>	
15	MIRRORS <i>(rearview/ side)</i>	
16	EXHAUST SYSTEM	
17	WINDOWS <i>(functionally check proper operation)</i>	
18	RADIO MOUNTS <i>(CAP added equipment)</i>	
19	CURRENT STATE INSPECTION STICKER <i>(if applicable)</i>	
20	TIRE PRESSURE <i>(checked monthly -- requires signature and date below)</i>	

# VEHICLE OPERATOR DISCREPANCY REPORT

[illegible]

**OPERATOR'S SIGNATURE**

(SIGNATURE SIGNIFIES ACCOMPLISHMENT OF INSPECTION)

DAY	SIGNATURE	DAY	SIGNATURE
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

### ADDITIONAL COMMENTS

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